



**Granite Town Media**  
**Advisory Committee**  
Meeting Minutes  
27 August 2015

**Present:** Kevin Drew, Kevin Federico, Don Jalbert, Joe Kasper, Mike McInerney, Tom Schmidt

**Absent:** Dave Alcox, Tim Finan (watched meeting remotely)

**Guests:** Jack Sheedy - Finance Dir., Eric Schelberg – Ambulance Dir., Karen Blow HR Dir.

**Call to Order:** Meeting called to order 7:00 PM

**Minutes:** Minutes approved.

**Guests:**

Jack Sheedy discussed GTM finances. GTM has two sources of funds maintained in separate revolving fund accounts. \$75,000 paid over the first three years of the Comcast 2011 franchise agreement. Money in this account, called the special purpose account, is dedicated to capital equipment purchases. The other account is funded by the 3% franchise fee Comcast pays quarterly. The fee is levied on the TV portion of a Cable subscriber's bill, not the entire amount. The maximum amount of this fee is set at 5%. GTM is able to fund its activities with the fee at 3% so that is where it has been for years. The franchise fee generates about \$150,000 a year. Money from the franchise fee funds day to day GTM operation and can also be used to purchase capital equipment once the special purpose fund is exhausted. GTM underspends this account so over the five years the end of year balance has increased. These monies are kept in separate revolving funds as approved by the voters in 2010 so unused monies are carried year over year. As of the meeting the balance in the special purpose account is about \$26,000 and as of the end of 2014 the franchise fee account balance was \$143,000.

Eric Schelberg discussed In Case of Emergency (ICE) as both a special cell phone app and a way to flag relevant emergency contact information for first responders if the person is unresponsive. He expressed concern the app stores pertinent medical history on your smart phone but to be useful it is not password protected creating privacy concerns. Several committee members mentioned they thought ICE was just about signifying contacts as ICE to notify next of kin. Eric thought ICE is more relevant for the hospital than first responders trying to stabilize an unconscious patient.

Consensus was to create a general emergency preparedness PSA about what citizens need to know in an emergency such as: proper 911 use, Medic Alert, vial of life, and the good

morning Milford program. Kevin Federico mentioned creating a volunteer recruitment PSA to explain the contribution of volunteers and help recruit more.

Karen Blow the new HR director discussed the town web site from a HR perspective. She is working to make sure relevant HR forms and terminology are consistent across all departments.

Highest priority is to create a private Intranet for town employees. Karen mentioned using a third party to host and manage the site at a cost of only a few hundred dollars a year rather than trying to doing it as an extension to the public town site.

Currently various PDF forms are not fillable, applicants need to download the form, print it, fill it out, and then mail back the paper copy. A priority is to create fillable PDF forms that prospective applicants are able to fill out on line and are automatically emailed to HR for review.

It is desirable to provide a link to allow employees to fill out the Department of Homeland Security I9 employment eligibility verification form online verifying they are authorized to work in the US.

There are different internal links to job descriptions and different job description formats and terminology. It appears a resume is required for all positions whereas in many cases it is not, potentially discouraging qualified applicants.

Kevin Federico summarized the need to improve consistency and that all HR related material should flow through Karen and ultimately she will be responsible for posting them on the web site. Mike's role is management and modification of the site, not day to day updates.

#### **Work Item Status:**

- EZStream reliability. Each EZStream channel has a dedicated PC that takes the PEG channel, transcodes it, and uploads to EZStream. At this point Mike is not sure as to root cause of the system crashes. PCs are being reset and the EZStream upload function is not restarting automatically. Tom once again offered to loan GTM his power line monitor to determine if power is being lost or if there is some other reason the PCs are rebooting. Mike looked at other streaming providers but EZStream still looks like it is the best option.
- Policy and Procedure manual. Committee has completed editing the document adding the Public Channel section. Tim Finan will submit document to the BoS for addition to the consent calendar for approval.
- Mike did not deliver the Technical Requirements document at the meeting. This is an appendix to the Policy and Procedure manual providing guidance to producers as to industry standard requirements GTM needs for: audio, video and physical media. Mike promised to email the document to the committee in a couple of days.

- Oval web cam – The Wi-Fi feed to the web cam has always been weak. Mike mentioned it is completely unstable since PSNH shut down power to Town Hall. Discussed adding a Wi-Fi AP to improve signal. Tom asked since Wi-Fi was a problem why are we not using the ambulance construction camera. There are two spare Ethernet cables in the attic so we should be able to use one. Kevin Federico asked Mike if he could commit to getting the camera up and running in the next two weeks in time for the Pumpkin Festival. Mike thought that timeframe was doable.
- Moving GTM equipment to Town Hall. Now that Mike is teaching part time at the high school makes sense to leave the equipment there.

### **Equipment Upgrades:**

- Mobile camera kit has been ordered, waiting on deliver of one item. Discussed multicamera sports coverage. Issue is cable length, cameras are not amenable to wireless remote control. Still need to obtain permission to attach camera wall brackets at school and water commissioners meeting room.
- New town hall meeting room furniture - waiting for cameras to arrive before purchasing tables and chairs. Plan is to purchase used office furniture. Room has been repainted and lighting looks good.
- Rear Town Hall Auditorium speakers – investigating mounting location. Speakers are about 10 lbs. each so need a substantial mount. Cable needs to run from rear to the equipment on the stage.
- EZStream caching server - Mike uses FileZilla to transfer finished videos to EZStream. At previous meeting Tim asked Mike to see if there is a watched folder configuration to automatically FTP finished videos to EZStream. Mike stated he was getting contradictory information about the ability to automate upload. Tom said Bruce Dickerson – IT dir. has a server he just removed from the police department that should be ideal for this purpose.

### **Video Projects:**

- Emergency awareness PSA (new)
- Milford volunteer and training PSA (new)
- Police Department, school safety and several others under discussion
- Ambulance Department emergency vehicle awareness
- March 3<sup>rd</sup> Library Presentation: Ladies Behind Bars – Mike had a computer crash, needed Bruce Dickerson to rebuild his computer. Tom was surprised Mike's PC is not being backed up automatically. Discussed copyright issues and decided not to air the video. Mike committed to delivering the video to the library on the following Monday.
- Discussed why GTM did not broadcast the August 26<sup>th</sup> Savage well EPA meeting. Since this was the second public meeting there was little public interest and in fact only a couple of people showed up. We will be covering the Fletcher superfund EPA meeting but so far that date is still TBD.
- Green bridge and water tower demolition. Dates moved around and both ended up occurring the same day and time, Mike has stills to put on the web site but only limited video. Mike is trying to get a copy of the time-lapse video shot by the

- Green Bridge contractor. Mike will create a Google picture gallery and provide a link to the slide show.
- School fall sports coverage – boys & girls soccer, field hockey, football and volleyball.
  - Mike has hired another videographer. He has completed training and working out well.
  - Town and School budget advisory committees meetings about to commence.
  - Water and Sewer commissioners meetings are the next planned GTM coverage. First meeting pending arrival of mobile camera kit, scheduled by the end of September.
  - Recycling Committee is the next meeting on the priority list.

**Upcoming Meeting:**

24 Sept 2015 7 PM Board of Selectmen meeting room

**Adjourn:**

Meeting adjourned 8:18 PM

Respectfully submitted: Tom Schmidt